

APPENDIX P - VERIFICATION OF OBSERVER RESPONSIBILITIES MEMORANDUM

MEMORANDUM FOR OBSERVERS

UNIT _____

SUBJECT: Responsibilities of Observers During Urinalysis Drug Testing

General:

1. Observers are a critical link in the process of collecting urine specimens to be tested for substance abuse. Instances have occurred in the past where observers did not follow proper collection procedures and positive drug tests were not usable in legal and/or administrative actions. In order to prevent similar occurrences in the future, the observer will read and sign this Memorandum for Record.
2. The testing procedures do not violate a Soldier's Fourth or Fifth Amendment Rights, nor does the observation procedure violate the right to privacy. A refusal to produce a specimen is a violation of a direct order and may result in the Soldier being processed for separation.
3. The results of tests may be used in legal proceedings and consequently the urine sample may be considered as evidence. A valid chain of custody is mandatory for a successful prosecution. As an observer, you may be asked to provide testimony at legal or administrative proceedings. You may be subject to UCMJ or administrative action if it is discovered that the specimen was altered in any way while it was under your control.

Criteria for Observers:

1. Be in the rank of NCO (Sergeant E-5) or above.
2. Be of the same gender as the Soldier being tested.
3. Possess sufficient maturity and integrity to preserve the dignity of the Soldier being observed.
4. Not be currently enrolled within the ASAP Rehabilitation program or currently be under investigation for any substance abuse related offenses.

Responsibilities:

As outlined in AR 600-85, an observer must follow protocol during urinalysis collection procedures.

Once assigned to a specific Soldier:

1. Observer controls the urine collection process at all times.
2. Maintains visual contact with the specimen bottle at all times.
3. Ensures Soldier rinses hands with water, no soap, prior to providing specimen.
4. Ensures that the specimen provided is not contaminated or altered.
5. Directly observes the Soldier (one Soldier at a time per observer) voiding into the specimen bottle. (When the optional wider mouth specimen collection container is used by a female Soldier, immediately after collection and while still under direct observation of the observer, the urine must be poured into the currently approved urine specimen bottle and tightly capped by the Soldier providing the specimen.)
6. Ensures direct observation of the flow of urine from the Soldier's body into the bottle.
7. Supervises the Soldier tightly capping the bottle.
8. Ensures the bottle is not reopened after the cap is tightened.
9. Escorts the Soldier back to the processing station/table with bottle in full view.
10. Observes the UPL placing tamper resistant tape over the top of the bottle touching both ends of the bottle label, initialing the bottle label, and placing the bottle inside the collection box. Bottle will stay with the UPL.
11. The observer will sign the unit ledger in front of the UPL and Soldier verifying the collection process and direct observation.

OBSERVER AFFIDAVIT: I have read and understand this document. I will comply with the responsibilities as stated above, and will report anything out of the ordinary immediately to the UPL or Commander.

Observer's Printed Name

Observer's Signature

Date

UPL's Printed Name

UPL's Signature

Date